

I) Basic Information of the organization:

1. Name of the Organisation:

2. Full Address: Registered Office:

Head Office / Address for Communication:

Tel No:

Key Person's Name:

Mobile:

Email:

Website:

3. Status: (Non Government Organisation / Cooperative Society/ Welfare Society/ Community Based Organisation / Resident's Welfare Association/ Community Development Society/ Academic Institution/ Research Institution/ Hospital or Health Centre / Local or Youth Club/ Trader's Association/ Consultancy Firm/ Others)

4. Registration No. Date, Place of Reg. Office:

5. Key persons of the organization:

Name:

Position:

Project Key Person:

Mobile Nos.:

6. Organization Mission, Vision and Objectives:*

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7. Organizational Infrastructure [Staff strength (Name, Experience & Qualification), Infrastructure Facilities (Name , Brand, Cost etc.)]:*

8. Details of Major Projects in the Past 3 years: (Separately for each project). (Indicate a) project activities b) beneficiaries c) location d) start/end dates e) current status f) total funds employed/to be employed g) funding agency and h) significant achievements)*

9. Annual grants receipts and grant expenditure for the last 3 years as per audited financial statements:

Year	Total Gross Receipts (Rs.)	Total Gross Expenditure (Rs.)		
		Project Related Expenses (Rs.)	Administrative Expenses (Rs.)	Total (Rs.)
Year 1 [2011-'12]				
Year 2 [2010-'11]				
Year 3 [2009-'10]				

10. Whether registered u/s 12A of the Income Tax Act, 1961: Yes / No. If yes, please give details:

11. Details of any other Registration / Exemptions: (80G, FCRA etc.)

12. Bank Branch & Account Number of the organization:
Whether accounts are duly audited by a Chartered Accountant:
Yes/ No. , If yes, provide name and address of Auditor:

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13. Two references with telephone nos. (must be notable persons who know the applicant professionally for at least 3 years):
14. Experience in the area of SGSY programme: *
- a. Block, GP, No. of SHG promoted, No of SHG 1st / 2nd Graded Credit Linked, Income Generated, etc.
 - b. Training Imparted: Block, GP, Name of the Training, No of Trainees, Venue, out come etc.
 - c. Others Special Activities if assigned.
15. Brief write up on the working of NGOs which should include:
- a. Experience related to SHGs:
 - b. Villages and families covered:
 - c. District, Block, Village Programme / Activitie , No of backward village, No of families
16. Social sector activities undertaken:*
17. Govt. sponsored poverty alleviation programme:*
18. Details of promotional support provided by the NGO under different schemes / programmes.*

19. Proposed chain of command (ground level, intermediate level and top level)*

20. List of Governing Body member, address, qualification & experience.*

21. Experience of the CEO / Secretary (Qualification & Experience)*

22. Physical infrastructure available with NGO *

23. Resources available and source there of. *

24. NABARD SHPI: Yes / Not (If yes please indicate Block & District with supporting documents)

25. Any other information related to the organization that you consider important:*

**Insert separate sheet if required.*

II) Enclosure to be submitted:**Page No**

i) Registration Certificate	
ii) Memorandum of organisation	
iii) Last three Years detailed Audit Report signed by	
iv) Last Three Years Annual Report (Governing Body)	
v) List of Governing body (Name , Address, Experience, Designation)	
vi) PAN & TAN particulars	
vii) Latest Renewal Documents	
viii) Declaration that the concerned NGO till now Black listed by any other organization / Agency / Govt. Departments etc.	
ix) Certificate that the NGO & it's members are not associated with any political party.	
x) CD / Booklet / Certificate etc. to prove the organizational credibility.	